

STATE BOARD OF ACCOUNTS
302 West Washington Street
Room E418
INDIANAPOLIS, INDIANA 46204-2765

EXAMINATION REPORT
OF

STATE BUREAU OF MOTOR VEHICLES COMMISSION
LICENSE BRANCH NUMBER 41
EAST CHICAGO, INDIANA

January 1, 2004 to December 31, 2004



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OFFICIALS

Office

Official

Term

Chairman, Bureau of Motor
Vehicles Commission

Gerald Coleman
Mary DePrez
Joel Silverman

01-06-02 to 02-29-04
03-01-04 to 01-09-05
01-10-05 to 01-11-09

Branch Manager

Elioenai Bone
Linda Carroll

01-01-04 to 06-17-04
06-18-04 to 12-31-05



STATE OF INDIANA

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INDEPENDENT ACCOUNTANT'S REPORT

TO: THE OFFICIALS OF THE STATE BUREAU OF MOTOR VEHICLES COMMISSION

We have examined the Schedule of Collections and Distributions of the State Bureau of Motor Vehicles Commission License Branch Number 41 (Branch) for the period of January 1, 2004 to December 31, 2004. The Branch's management is responsible for the schedule. Our responsibility is to express an opinion based on our examination.

Our examination was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants and, accordingly, included examining, on a test basis, evidence supporting the Schedule of Collections and Distributions and performing such other procedures as we considered necessary in the circumstances. We believe that our examination provides a reasonable basis for our opinion.

In our opinion, the schedule referred to above presents fairly, in all material respects, the cash transactions of the Branch for the year ended December 31, 2004, based on the criteria set forth in the uniform compliance guidelines established by the Indiana State Board of Accounts.

STATE BOARD OF ACCOUNTS

November 16, 2005

STATE BUREAU OF MOTOR VEHICLES COMMISSION
 LICENSE BRANCH NUMBER 41
 EAST CHICAGO, INDIANA
 SCHEDULE OF COLLECTIONS AND DISTRIBUTIONS
 January 1, 2004 to December 31, 2004

	<u>Amount</u>
Collections:	
Registrations	\$ 1,978,238
Titles	665,190
Drivers licenses	165,778
Watercraft	13,385
Miscellaneous	<u>1,278</u>
Total	<u>\$ 2,823,869</u>
Distributions:	
State fees	\$ 1,183,516
County tax	1,286,317
Commission fees	<u>354,036</u>
Total	<u>\$ 2,823,869</u>

The accompanying notes are an integral part of the schedule.

STATE BUREAU OF MOTOR VEHICLES COMMISSION
LICENSE BRANCH NUMBER 41
EAST CHICAGO, INDIANA
NOTES TO SCHEDULE OF COLLECTIONS AND DISTRIBUTIONS

Note 1. Introduction

The Motor Vehicles Commission was created to manage the motor vehicle license branches. The Bureau of Motor Vehicles is a separate state agency which provides support services to the Commission controlled license branches. The license branches collect fees which fund the Motor Vehicles Commission. The license branches collect and forward county taxes (excise tax, wheel tax, and surtax) and state fees. The Commission has one contractual branch that is administered by an individual contractor according to Bureau policies. The Commission has developed a mobile license branch to serve the need of CDL license issuance and other special needs as they arise.

Note 2. Collections and Distributions

Each branch collects fees and taxes when vehicle and watercraft registrations, titles, and drivers licenses are sold. Fees are uniform throughout the state.

The total daily collections are deposited to a single bank account. From this account the collections are distributed to separate bank accounts which are not controlled by the license branch and belong to the state, county and Bureau of Motor Vehicles Commission.

Note 3. Banking System

The Bureau of Motor Vehicles Commission has entered into an agreement with Bank One for a cash concentration system. The system utilizes a series of individual noninterest bearing accounts (clearing accounts) from which all fees and taxes are transferred.

STATE BUREAU OF MOTOR VEHICLES COMMISSION
 LICENSE BRANCH NUMBER 41
 EAST CHICAGO, INDIANA
 STATISTICAL INFORMATION
 January 1, 2004 to December 31, 2004

<u>Transactions Processed</u>	<u>Quantity</u>
Vehicle registrations:	
Passenger	17,908
Motorcycle	280
RV (housecar)	31
Light truck	2,914
Other truck	92
Tractor	3
Trailer	384
Semitrailer	223
School and church bus	16
Other bus	2
Other	<u>2</u>
Total vehicle registrations	<u><u>21,855</u></u>
Drivers licenses and permits:	
Drivers licenses/learners permits	5,622
CDL licenses/CDL permits	867
Placards	591
Other	<u>6,876</u>
Total drivers licenses and permits	<u><u>13,956</u></u>
Titles:	
Vehicles	9,483
Watercraft	<u>45</u>
Total titles	<u><u>9,528</u></u>
Total watercraft registrations	<u><u>157</u></u>

STATE BUREAU OF MOTOR VEHICLES COMMISSION
LICENSE BRANCH NUMBER 41
EAST CHICAGO, INDIANA
EXAMINATION RESULTS AND COMMENTS

CASH CHANGE FUND SHORT

The cash change fund was reconciled and found to be cash short in the amount of \$20.00.

The amount of the shortage warranted further investigation. Branch officials could not determine the cause of the shortage.

The petty cash and cash change funds are to be counted twice daily by the manager or designee, to verify proper funds are secured. All unidentified cash shortages and overages of twenty dollars or more must be reported to Branch Operations before the next Trial Balance is performed. (Branch Operations Policies and Procedures Manual, Cashiering Chapter, Miscellaneous Branch Procedures Chapter)

REPLACEMENT PLATE APPLICATIONS

Form 6, "Application for Duplicate or Replacement License Plate," was not on file for 40% of the replacement plates and stickers tested.

The registration stub/receipt should be attached to the "Application for Duplicate or Replacement License Plate" and put in the End of Day file marked with the appropriate invoice number. (Branch Operations Policies and Procedures Manual, Branch Filing Procedures Chapter)

STATE BUREAU OF MOTOR VEHICLES COMMISSION
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EAST CHICAGO, INDIANA
EXIT CONFERENCE

The contents of this report were discussed on November 16, 2005, with Linda Carroll, Branch Manager. The official concurred with our findings.